

BOROUGH OF WESTVILLE
Regular Council Meeting
165 Broadway
February 13, 2017~ 7:00 p.m.
Meeting Minutes

Mayor Welsh called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance.

The Clerk read the public notice and roll call was taken, with the following persons in attendance:

Mayor Russell W. Welsh, Jr., Council President Michael O. Ledrich,
Council Members: Paul C. Mailley, Donna Moan, Charles D. Murtaugh, Bruce Nordaby
Administrator William J. Bittner, Jr., Public Works Superintendent Donna Domico,
Engineer Jon Bryson, Chief William Whinna, Solicitor Timothy Scaffidi

Absent: Councilman Fritz H. Sims, Jr.

A motion to approve the meeting minutes from the Reorganization Meeting of January 4, 2017 and Regular Meeting Minutes & Executive Session Minutes from January 16, 2017 was made by Councilwoman Moan and seconded by Councilman Murtaugh. *Motion was unanimously approved by voice vote.*

Mayor Welsh read a Proclamation honoring retiring K-9 Officer Remi. K-9 Officer Remi and his handler Officer Brian Ewe also received plaques from the Westville Police Department and Captain Keith Tetreault from the Highland Chemical Engine Company, Station 28-3 from Pitman, New Jersey.

PUBLIC COMMENT ON AGENDA ITEMS ONLY:

- ❖ Joyce Lovell, 328 Summit Avenue, asked about the location of Block 73, Lots 6 and 7 that were discussed in Ordinance No. 2-2017. Ms. Lovell was informed by Administrator Bittner the location was at Broadway and Walnut. Additionally, in response to Ms. Lovell's question about Bond Ordinance No. 3-2017 she was informed the purpose of the Ordinance was to authorize the acquisition of various capital improvements for the Water Utility which will include the replacement of certain water mains.

REPORTS OF THE COMMITTEES FOR JANUARY:

A motion to approve the reports, as submitted, was made by Council President Ledrich and seconded by Councilman Mailley. *The motion was unanimously approved by voice vote.*

OLD BUSINESS:

Public Hearing On:

❖ **ORDINANCE NO. 1-2017 ~ SALARY AND WAGE ORDINANCE OF THE BOROUGH OF WESTVILLE**

A motion to open the meeting to the public was made by Councilman Murtaugh and seconded by Councilwoman Moan. *The motion was unanimously approved by voice vote.*

Hearing no comment from the public, a motion to close the meeting to the public was made by Councilman Nordaby and seconded by Councilwoman Moan. *The motion was unanimously approved by voice vote.*

A motion to approve Ordinance No. 1-2017 was made by Council President Ledrich and seconded by Councilwoman Moan. *The motion was unanimously approved by roll call vote with Councilman Murtaugh abstaining from the vote.*

Flooding & Train Issues: Administrator Bittner commented he had no new information to report. Councilman Murtaugh asked Chief Whinna to contact the Department of Transportation (DOT) when Route 45 begins to flood. Councilwoman Moan advised a resident contacted her because the trains seem to be coming at school crossing times which makes the children wait to cross the tracks and late for school. Councilwoman Moan asked if there was anyway the Borough could contact the railroad to see if they could adjust their schedule. Chief Whinna advised the Borough already requested the railroad to change their schedule and the railroad was unable to comply with the request. Mayor Welsh informed Councilwoman Moan that he would reach out to Congressman Norcross to see if he could help with the situation.

NEW BUSINESS:

Introduction of:

❖ **ORDINANCE NO. 2-2017 ~ AMENDING THE ADOPTED REDEVELOPMENT PLAN RELATING TO BLOCK 73, LOTS 6 AND 7 IN THE BOROUGH OF WESTVILLE, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY (In Title Only)** Solicitor Scaffidi advised this Ordinance will allow the applicant to move forward with the plan to develop the project. Mayor Welsh added a special meeting will be held on Monday, February 27 to discuss the project and to provide the Land Use Board with the opportunity to review the request.

A motion to approve Ordinance No. 2-2017 was made by Council President Ledrich and seconded by Councilman Murtaugh. *Motion unanimously approved by voice vote.*

❖ **RESOLUTION #43-2017 ~ TO ADOPT A TEMPORARY CAPITAL BUDGET**

A motion to approve Resolution No. 43-2017 was made by Councilwoman Moan and seconded by Councilman Nordaby. *Motion unanimously approved by roll call vote.*

NEW BUSINESS: (Continued)

Introduction of:

- ❖ **ORDINANCE NO. 3-2017 ~ AUTHORIZING THE ACQUISITION OF VARIOUS CAPITAL EQUIPMENT AND THE COMPLETION OF VARIOUS CAPITAL IMPROVEMENTS FOR THE WATER UTILITY IN THE BOROUGH OF WESTVILLE, COUNTY OF GLOUCESTER, NEW JERSEY; APPROPRIATING THE SUM OF \$2,110,000 THEREFOR; AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OR BOND ANTICIPATION NOTES OF THE BOROUGH OF WESTVILLE, COUNTY OF GLOUCESTER, NEW JERSEY, IN THE AGGREGATE PRINCIPAL AMOUNT OF UP TO \$2,110,000 MAKING CERTAIN DETERMINATIONS AND COVENANTS; AND AUTHORIZING CERTAIN RELATED ACTIONS IN CONNECTION WITH THE FOREGOING** (Public Works Manager Domico advised her department was diligent in getting the best estimates for the project. Discussion took place regarding the projects that will be addressed by this Ordinance. Councilman Nordaby asked if the issue about replacing the generator had been previously addressed and Public Works Manager Domico stated yes and that the piece of equipment is outdated. Discussion took place specific to equipment that needs to be purchased.)
A motion to approve Ordinance No. 3-2017 was made by Councilman Murtaugh and seconded by Councilman Nordaby. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 44-2017 ~ APPROVING CHANGE ORDER NO. 1 FOR THE FY2015 MUNICIPAL AID RESURFACING & SAFETY IMPROVEMENTS TO RYAN AVENUE AS PER THE ATTACHED DOCUMENT RESULTING IN A NET INCREASE IN THE CONTRACT PRICE OF \$51,456.89** (Engineer Bryson detailed the changes and confirmed the additional expense would be covered by the Department of Transportation.)
A motion to approve Resolution No. 44-2017 was made by Council President Ledrich and seconded by Councilman Nordaby. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 45-2017 ~ ENDORSING THE APPLICATION (#00500) AND SUBMISSION OF GRANT APPLICATION AND EXECUTION OF AGREEMENT FOR MUNICIPAL AID FROM THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR LOCAL AID FOR THE RECONSTRUCTION OF HAZEL AVENUE**
A motion to approve Resolution No. 45-2017 was made by Council President Ledrich and seconded by Councilman Nordaby. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 46-2017 ~ ENDORSING THE APPLICATION (#00501) AND SUBMISSION OF GRANT APPLICATION AND EXECUTION OF AGREEMENT FOR MUNICIPAL AID FROM THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR LOCAL AID FOR THE RECONSTRUCTION OF WALNUT STREET**
A motion to approve Resolution No. 46-2017 was made by Councilman Murtaugh and seconded by Councilman Nordaby. *Motion unanimously approved by roll call vote.*

NEW BUSINESS: (Continued)

- ❖ **RESOLUTION NO. 47-2017 ~ GRANTING PERMISSION AND AUTHORIZATION TO VERIZON WIRELESS AND ITS SUCCESSORS AND ASSIGNS TO USE POLES WITHIN THE PUBLIC RIGHT-OF-WAY IN THE BOROUGH OF WESTVILLE.** (Administrator Bittner advised Verizon will be using new technology to transmit data and cell phone service.) Bill Flanagan, from Tilson Technology Management, provided additional information on the Verizon project.) Discussion took place specific to the installation of the new equipment and installation procedures.

A motion to approve Resolution No. 47-2017 was made by Council President Ledrich and seconded by Councilman Nordaby. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 48-2017 ~ AMENDING PERSONNEL POLICIES AND PROCEDURES, SECTION "ELECTION OF COVERAGE"** (Administrator Bittner advised the Resolution was necessary because of a law passed by the State regarding individuals receiving reimbursement, who waive their medical coverage offered by their employer. Administrator Bittner provided details on the revised law.)

A motion to approve Resolution No. 48-2017 was made by Council President Ledrich and seconded by Councilman Mailley. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 49-2017 ~ APPOINTING JOSIAH DOMICO AS A PART-TIME LABORER WITHIN THE PUBLIC WORKS DEPARTMENT**

A motion to approve Resolution No. 49-2017 was made by Council President Ledrich and seconded by Councilman Mailley. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 50-2017 ~ APPOINTING J.R. CIFUNI AS A SPECIAL PART-TIME LABORER WITHIN THE PUBLIC WORKS DEPARTMENT** (Mayor Welsh confirmed this appointment was for snow removal only and Public Works Manager Domico advised this is on an "as needed" basis only for snow removal.)

A motion to approve Resolution No. 50-2017 was made by Councilwoman Moan and seconded by Councilman Mailley. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 51-2017 ~ EXECUTING A PROFESSIONAL AGREEMENT WITH CHARLES A. FIORE FOR THE POSITION OF BOROUGH PROSECUTOR**

A motion to approve Resolution No. 51-2017 was made by Councilman Murtaugh and seconded by Council President Ledrich. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 52-2017 ~ AUTHORIZING A 2% SALARY INCREASE FOR ALL NON-CONTRACTUAL EMPLOYEES FOR THE YEAR 2017**

A motion to approve Resolution No. 52-2017 was made by Council President Ledrich and seconded by Councilwoman Moan. *Motion unanimously approved by roll call vote.*

NEW BUSINESS: (Continued)

- ❖ **RESOLUTION NO. 53-2017 ~ COMMEMORATING AND CONGRATULATING THE GLOUCESTER, SALEM, CUMBERLAND COUNTIES MUNICIPAL JOINT INSURANCE FUND ON 25 YEARS OF SUCCESSFUL OPERATIONS**

A motion to approve Resolution No. 53-2017 was made by Councilman Mailley and seconded by Councilman Nordaby. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 54-2017 ~ AUTHORIZING ISSUANCE OF A "NEW" PLENARY RETAIL CONSUMPTION LICENSE UPON FAILURE TO TIMELY RENEW FOR THE 2015-2016 LICENSE TERM FOR LICENSE NO. 0821-33-005-007 ISSUED TO COUSIN'S IRISH PUB INC. BY SUCCESSOR-IN-INTEREST ACQUIRED CAPITAL II, LP LOCATED AT 212 CROWN POINT ROAD**

A motion to approve Resolution No. 54-2017 was made by Council President Ledrich and seconded by Councilwoman Moan. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 55-2017 ~ AUTHORIZING RENEWAL OF AN INACTIVE LICENSE FOR THE 2016-2017 LICENSE TERM FOR LICENSE NO. 0821-33-005-007 ISSUED TO COUSIN'S IRISH PUB INC. BY SUCCESSOR-IN-INTEREST ACQUIRED CAPITAL II, LP LOCATED AT 212 CROWN PONT ROAD**

A motion to approve Resolution No. 55-2017 was made by Council President Ledrich and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 56-2017 ~ AUTHORIZING A PERSON-TO-PERSON LIQUOR LICENSE TRANSFER FROM COUSINS IRISH PUB, INC. BY ACQUIRED CAPITAL II, L.P.**

A motion to approve Resolution No. 56-2017 was made by Councilman Murtaugh and seconded by Councilwoman Moan. *Motion unanimously approved by roll call vote.*

- ❖ **REQUEST from Rex A. Busa, owner of 700 Almonesson Road to waive his Sump Pump surcharge.** (Discussion took place regarding the Ordinance that permits residents to connect their sump pumps into the Sanitary Sewer for a yearly fee of \$100 and it was agreed that Mr. Busa should only pay the \$100 yearly charge rather than the \$600 he is currently paying. It was also decided that Public Works Manager Domico will proactively contact residents to apprise them of the Ordinance permitting them to tie into the Sanitary Sewer System for the yearly fee of \$100 to avoid flooding hazards in front of their property. Public Works Manager Domico agreed to write a letter, with the Ordinance attached, that can be reviewed by Administrator Bittner and Municipal Clerk Helder before sending to the residents.)

A motion to contact Mr. Busa to inform him his yearly fee to tie into the Sanitary Sewer System will be \$100 was made by Council President Ledrich and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote.*

NEW BUSINESS: (Continued)

❖ **APPLICATIONS FOR 2017 USED CAR LICENSE**

- Pellegrino Chevrolet (Mark Pellegrino, 1000 Gateway Boulevard)
- Broadway Auto Sales (137 Broadway)

A motion to approve the Used Car Licenses for Pellegrino Chevrolet and Broadway Auto Sales was made by Council President Ledrich and seconded by Councilwoman Moan. *Motion unanimously approved by roll call vote.*

❖ **APPLICATIONS FOR 2017 AMUSEMENT GAMES**

- Grabbe's (21 Delsea Drive)
- Schileen's Pub (32 Delsea Drive)

A motion to approve the Amusement Games Licenses for Grabbe's and Schileen's Pub was made by Councilman Nordaby and seconded by Councilwoman Moan. *Motion unanimously approved by roll call vote.*

❖ **REQUEST from The Bible Church of Westville to use Thomas West Park for their annual Easter Sun Rise Service on Sunday, April 16, 2017 at 6:30 a.m.**

A motion to approve The Bible Church of Westville use of Thomas West Park on April 21, 2017 was made by Councilman Nordaby and seconded by Councilwoman Moan. *Motion unanimously approved by voice vote.*

❖ **Tax Collector's ANNUAL TAX COLLECTOR'S REPORT for the year ending December 31, 2016 required by State Statute to be submitted by March 1st of each year.**

A motion to accept the Tax Collector's Report was made by Council President Ledrich and seconded by Councilman Mailley. *Motion unanimously approved by roll call vote.*

❖ **Notice from Administrator William J. Bittner, Jr., advising Mayor and Council of his retirement, effective April 30, 2017.**

A motion to accept Administrator Bittner's resignation was made by Council President Ledrich and seconded by Councilman Nordaby. *Motion unanimously approved by roll call vote.*

Money collected by Clerk for the month of January:

Police Reports	\$81.75
Rent	\$1,225.00
Notary	\$5.00
Death Certificates	\$175.00
Marriage License	\$28.00
Certified Marriage Certificates	\$70.00
Amusement Licenses	\$10.00
Used Cars Licenses	\$500.00
Cat Licenses	\$5.00
Street Opening	\$10.00
Total	\$2,109.75

BILLS & VOUCHERS:

The Clerk advised that the list of bills was posted in hallway.

A motion to dispense with reading of the bills was made by Councilwoman Moan and seconded by Councilman Nordaby. *Motion unanimously approved by voice vote.*

A motion to pay all bills and vouchers that were in order, was made by Councilman Nordaby and seconded by Councilwoman Moan. *Motion unanimously approved by roll call vote.*

Communications:

1. Letter from the State of New Jersey, Department of Community Affairs congratulating Assistant Public Works Superintendent Martin Finger on successfully completing the Public Works Manager Certification. (Council President Ledrich acknowledged Martin Finger on his successful completion of the Public Works Manager Certification examination.)
2. Letter from Gloucester County regarding "Movies in the Park" (Mayor Welsh deferred to Clerk Helder to choose the movie.)
3. Report on 2016 Land Use Board Applications from (LUB) Secretary, Christine Helder
4. Letter from the State of New Jersey, Division of Alcoholic Beverage Control, regarding Liquor License for Acquired Capital
5. Letter from Comcast regarding payment of \$16,291.17 for 2016 Municipal Rights-of-Way
6. Letter from PSE&G regarding their 2017 construction plans with a request for the Borough to provide information on street paving plans. Letter from Public Works Manager Domico responding to PSE&G's request for Municipal construction plans for 2017
7. Letter from Mary Beth Monroe, County Alliance Coordinator regarding 2017-2018 funding
8. Memo from Gloucester County Health & Human Services detailing how to dispose of unused or unwanted medication
9. Flow Tech Service reports to Gloucester County Utilities Authority
10. Gloucester County Utilities Authority Meeting Minutes from November 9 and December 14, 2016
11. Letter from Federici & Akin regarding Water Main Replacement at Walnut Street (map is available for viewing at the Clerk's office)
12. Letter from Antea Group regarding 106 Broadway (Gateway Diner)

PUBLIC PORTION: FIVE (5) MINUTE LIMIT

Mayor Welsh advised those in attendance, wanting to address Council, to speak into the microphone, provide their name and address and reminded those wanting to speak, there was a five (5) minute time limit.

- ❖ Joyce Lovell, 328 Summit Avenue, inquired about payment of the \$100 fee for the Annual Bird Quest function. Ms. Lovell suggested naming the Community Center after Fred Coleman because of all his contributions to the Borough.
- ❖ Mayor Welsh welcomed Sally Martino back after her illness.

COMMENTS FROM MAYOR, COUNCIL & DEPARTMENT HEADS:

- ❖ Chief Whinna thanked Administrator Bittner for the Light Up Stop Signs for the Crossing Guards.
- ❖ Councilwoman Moan stated she received a request from Councilman Sims to ask Administrator Bittner to contact PSE&G regarding the timeframe specific to the work at Olive Street. Administrator Bittner advised he contacted PSE&G and confirmed they are almost finished working on Olive Street. Councilwoman Moan asked about the resurfacing of the road and Administrator Bittner commented he didn't touch base with PSE&G on that matter. Administrator Bittner further commented he feels PSE&G hasn't made a decision on whether they are going to do the whole road or just half. Discussion took place regarding Borough projects that need to be completed and the benefits of PSE&G delaying the final resurfacing of Olive Street.
- ❖ Councilwoman Moan expressed her preference for receiving meeting information via Google rather than email. After a discussion took place with Mayor and Council, it was decided that moving forward, meeting information would be uploaded to Google rather than email.
- ❖ Councilman Nordaby welcomed back Sally Martino and asked Administrator Bittner about the store on the corner of Oak and Broad that has LED lights on 24 hours a day. Administrator Bittner advised he will address the issue with all stores leaving their lights on 24 hours a day. Councilman Nordaby asked everyone to keep Councilman Sims in their thoughts and prayers as he was preparing for his surgical procedure.
- ❖ Council President Ledrich welcomed back Sally Martino.
- ❖ Clerk Helder also welcomed back Sally Martino.
- ❖ Councilman Murtaugh welcomed back Sally Martino and asked Joyce Lovell if the Environmental Commission is following the Shieldalloy Metallurgical Corp. in Newfield cleanup. Councilman Murtaugh advised 9800 cubic yards of chromium alloy will come through Westville via train to a possible closed mine in Ohio for disposal.
- ❖ Councilman Mailley advised the Celebration Committee received a request from a Cigar vendor to participate in the Fall Festival and asked if the Borough had a no smoking policy on Borough property. Councilman Mailley was advised there was; however smoking was permitted on public property.
- ❖ Engineer Bryson advised two applications were submitted to NJDOT for FY 17 funding. He advised one was for Walnut Street and the other was for Hazel Avenue and that he is also coordinating with Public Works Manager Domico on the Water Main projects. He advised he put together preliminary schematics for Public Works Manager Domico's review.
- ❖ Public Works Manager Domico advised elementary children will attend the council meeting in March regarding the Borough's Fireworks display.

COMMENTS FROM MAYOR, COUNCIL & DEPARTMENT HEADS: (Continued)

- ❖ Mayor Welsh discussed the Community Center and suggested that if the Borough is going to continue to make the Community Center available for use, upgrades should be made to the facility. Discussion took place regarding work that has been completed on the building.
- ❖ Clerk Helder read RESOLUTION NO. 57-2017 ~ AUTHORIZING AN EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS WITHIN THE ADMINISTRATIVE OFFICE AND THE PUBLIC WORKS DEPARTMENT
A motion to approve Resolution No. 57-2017 was made by Councilman Nordaby and seconded by Councilwoman Moan. *Motion unanimously approved by voice vote.*

Time In: 8:05 p.m.

Time Out: 8:52 p.m.

- ❖ Mayor Welsh authorized the publication of a notice for a Borough Administrator.
A Motion to approve the publication of a notice was made by Council President Ledrich and seconded by Councilman Nordaby. *The motion was unanimously approved by voice vote.*
- ❖ A motion to appoint Brian Waters to the Land Use Board was made by Councilman Murtaugh and seconded by Councilman Nordaby.
A motion was unanimously approved by voice vote.
- ❖ A motion to keep the Borough's Administrative offices open for business on Lincoln's birthday and give all non-contractual employees a floating holiday for that day was made by Councilman Murtaugh and seconded by Council President Ledrich. Additionally, multiple employees may not use this Floating Holiday on the same day and when the Police and Public Works contracts are up, the issue should be addressed in the same fashion or the holiday eliminated. *Motion unanimously approved by voice vote.*
- ❖ A Motion to permit the Celebrations Committee to approach the Rolling Badges or any other Volunteer Group to manage the Car Show at the Fall Festival and split the profits with the Committee as well as participating in the IAP (Inside Action Plan) for that day was made by Councilman Mailley and seconded by Councilman Nordaby. *Motion unanimously approved by voice vote.*

A motion to adjourn the meeting was made by Councilman Mailley and seconded by Councilwoman Moan. *Motion unanimously approved by voice vote.*

The meeting was adjourned at 9:02 p.m.

Respectively Submitted,

*Christine A. Helder
CMC/Municipal Clerk*

Next Council meeting is scheduled March 13, 2017 @ 7:00 p.m.